



Service Desk Informer

Providing Our Customers with Updates & Changes

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SERVICE DESK
410-260-7778



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Don't want to call?
Use our email option:

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Modifications to the 2410 Requisition by Department Screen

Modifications to the **2410** 'REQUISITIONS BY DEPARTMENT' screen were migrated to production on May 4, 2005.

The 2410 screen now limits results only to requisitions. Before, Job Tickets also appeared. The functionality to include the status of the requisition and paging capabilities was also added. You can sort on this screen by the STATUS field in the upper right of the screen. Choices are POST, APPR, CLOS, NOPT, CNCL, OR ALL.

Those who used this screen to research specific requisitions may now want to use the **2430** 'REQUISITION DETAIL INQUIRY'.

Please contact the Service Desk at (410) 260-7778 with any questions.

Modifications to the 2360 Direct Purchase Order Screen

Modifications to the **2360** 'DIRECT PURCHASE ORDER' screen were migrated to production on May 4, 2005.

This change will allow a Purchase Order number to be entered on the Direct Purchase Order screen and the system will automatically take you to the 2340, PURCHASE ORDER screen rather than giving the message 'PO IS NOT DIRECT PLEASE TRY AGAIN.'



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Board!

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Attention - All Telecommunications Coordinators, Alternates and Directory Coordinators



The year-end close for processing requisitions for FY05 will be June 17, 2005. Requisitions received after this date will be reviewed on a case-by-case basis. The telecommunications group will make every attempt to accommodate your agency's needs. They will begin processing FY06 requisitions on July 1, 2005.

If you have any questions or concerns, please call Sandy Smith, Director of Voice Systems on 410 767-4649.

As a Reminder - Security Officers Beware

The Year End Close process is about to begin. Please double-check any of the employees in your agency who may be involved with this procedure and make sure that the necessary security is available for them to process prior month/year posting.

Don't forget to also check the work hour and workday that is also attached to their security. Any changes that need to be made must be sent to our Security Department. Don't wait until the last minute to verify this information. Refer to the memo you received from the Security team in the beginning of May. If you have any questions, please call the Service Desk.



The Month of May . . .

The month of May will close on Thursday, June 16, 2005. This means the last day for entering data for May is Wednesday, June 15, 2005.



Upcoming Meeting Notices –

The next **PUG** meeting (Procurement User's Group) will be held on June 21, 2005 at 1:30 at MDOT HQ Testing and Training Conference room located at 7201 Corporate Center Drive, Hanover, MD. This is a good meeting to attend if you have changes you would like to suggest to be made to the ADPICS system. This is also a good way to exchange information with others working on the system. You can call the Service Desk and we will email you the driving directions.

The next **ADPICS Committee Meeting** will be held July 12, 2005 beginning at 9:00 at 7005 Aviation Blvd in Glen Burnie, MD. You can call the Service Desk and we will email you the driving directions.

Minutes from these meetings can be viewed on the our BBS under the heading 'ADPICS MEETING MINUTES.'

The next **Fixed Asset Committee Meeting** will be held on June 9, 2005, from 1:30pm to 3:30pm at 301 W. Preston Street, 14th Floor, Suite 1400 in Baltimore. Additional information is available on the BBS under R*STARS meeting minutes.

